

Applying for: Flexible Route - (PG Cert/Dip/Trauma) Evidence-Based Psychological Treatments (non-IAPT)

We are pleased to hear that you are intending to apply for the Flexible Route of the PG Cert/Dip/Trauma in Evidence-Based Psychological Treatments (non IAPT)

You are now required to submit a formal application to the University of Reading through our online applications service at www.reading.ac.uk/pgapply. In order to help you with this process we have provided some FAQ's below to assist you.

From the drop down menu on the application website, the course you need to apply for is highlighted in blue below:

Ad Hoc Professional Development in Evidence-Based Psychological Treatments (part-time modular)

All fields on the application form marked with a * need to be completed. Once all required information has been included in a section and it has been saved, a green tick will appear next to each section on the Summary screen. Once all sections are complete the 'Submit application' button will become available.

What is the difference between Academic qualifications and Professional qualifications?

Details of all university level qualifications should be saved under academic qualifications. If you have any professional qualifications select 'Yes' from the drop down list and you will then be able to enter further details. If you don't have any professional qualifications select 'No'.

What do I write in the Funding Section?

If you are being sponsored (by your employer for example): Please upload a letter on headed paper from your sponsor that confirms they are paying the full fee (or stating how much of the fees they are going to pay) and the address to which the invoice should be sent. We will also need you to provide a Purchase Order number.

If you are self-funded: Please follow the instructions and fee paying links on the online admissions portal

What do I include in the Statement of Purpose Section?

Please include your reasons for applying, previous experience and **indicate which module/s you are applying for**. Available modules are listed below. Please see the Charlie Waller Institute website for further details on the modules: www.reading.ac.uk/charliewaller/cwi-flexible.aspx

- **Introduction to Evidence Based Psychological Treatment (PYMICT)**
- **Accreditation of prior learning (APEL) (PYMINTA)**
- **Treatment and Models of Anxiety (PYMAXY)**
- **Treatments and Models of Depression (PYMDPN)**
- **Treatments and Models of Complex Presentations (PYMCOM)**
- **Clinical Practice with Anxiety/ Depression (PYMCPA & PYMCPD)**
- **Foundation Skills for working with trauma and PTSD (PYMBWT)**
- **Advanced skills for working with complex trauma (PYMAWT)**
- **Postgraduate Certificate in Traumatic Stress Studies**

What documents do I need to upload with my application?

The only compulsory document that needs to be attached to your online application is a transcript (or similar document) showing the highest qualification achieved. If you are still studying for your degree or qualification just add your more recent transcript. You can include other documents if you wish such as a CV, Degree certificates or English Language test results. If you are in the process of acquiring a copy of your transcript whilst completing your application form, you can attach a word document stating this. We will require a copy of your transcript once you have received it.

Do you require references from my referees?

As part of the application process all applicants are asked to provide the names of two referees. However, we do not need to contact your referees as part of this application. **Please do not include your referees' email addresses** when you complete the referee's contact details in the references section of the online application form. If you include the email address by mistake your referees will receive an automated reference request from the University of Reading and you will need to contact them and advise them that they can ignore this request.

What happens after I have submitted my application?

You will receive a confirmation email and, approximately 48 hours later, another email containing details of your Reading ID number. Please make a note of this number as you will need to use it in any correspondence that you have with the university. You will also receive details on how to log into the [me@reading](mailto:me@reading.ac.uk) applicant portal.

I am having problems submitting my application - who can help?

If you have any problems completing the application or if you have any questions regarding your application or enrolment at the university please do not hesitate to contact the Charlie Waller institute cwadmin@reading.ac.uk and Admissions team at pgadmissions@reading.ac.uk